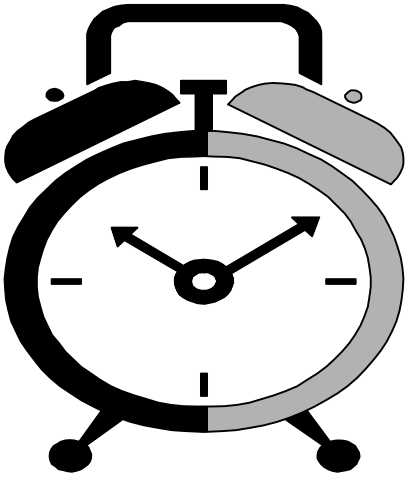
HUMAN RESOURCE INFORMATION SYSTEM

PAYROLL TIME REPORTING SYSTEM

GUIDE FOR INDIVIDUAL USERS WITH WORK REPORTING



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PAYROLL TIME REPORTING SYSTEM
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PAYROLL TIME REPORTING SYSTEM
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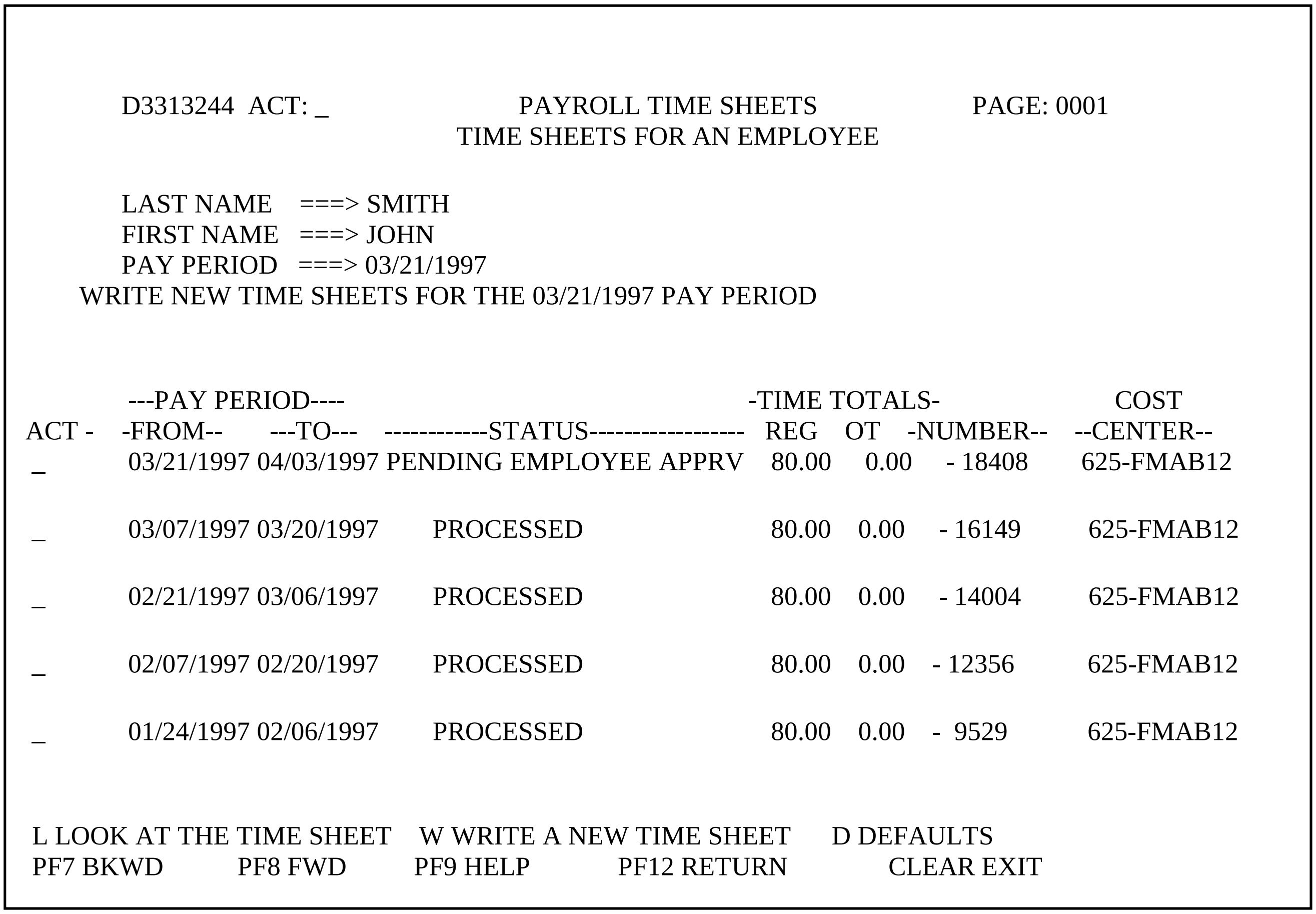
1. Signing On

The HRIS Payroll programs are on the CICS Production menu. At the main menu type in your USERID and password and press **{ENTER}**. Select Production CICS on the application selection menu by either moving the cursor to the option you want and press **{ENTER}**, or press the appropriate PF key to select it. When the next screen appears, press **{ENTER}** to clear the screen.

Type HRIS and **{ENTER}**. The Time Sheet programs should be options on your menu. Either move the cursor to the option you want and press **{ENTER}**, or press the appropriate PF key to select it.



```
        D3313244  ACT: _                PAYROLL TIME SHEETS              PAGE: 0001
                                    TIME SHEETS FOR AN EMPLOYEE

        LAST NAME    ===> SMITH
        FIRST NAME   ===> JOHN
        PAY PERIOD   ===> 03/21/1997
     WRITE NEW TIME SHEETS FOR THE 03/21/1997 PAY PERIOD


        ---PAY PERIOD----                                   -TIME TOTALS-             COST
ACT -   -FROM--     ---TO---   ------------STATUS------------------  REG    OT   -NUMBER--   --CENTER--
 _      03/21/1997 04/03/1997 PENDING EMPLOYEE APPRV   80.00    0.00    - 18408      625-FMAB12

 _      03/07/1997 03/20/1997       PROCESSED          80.00   0.00    - 16149       625-FMAB12

 _      02/21/1997 03/06/1997       PROCESSED          80.00   0.00    - 14004       625-FMAB12

 _      02/07/1997 02/20/1997       PROCESSED          80.00   0.00   - 12356        625-FMAB12

 _      01/24/1997 02/06/1997       PROCESSED          80.00   0.00   -  9529        625-FMAB12


 L LOOK AT THE TIME SHEET    W WRITE A NEW TIME SHEET     D DEFAULTS
 PF7 BKWD        PF8 FWD        PF9 HELP          PF12 RETURN           CLEAR EXIT
```

Figure 1 - Time Sheets For An Employee

2. Time Sheets For The Individual User

The HRIS Payroll Time Reporting System allows the Individual User access to time sheets, and work reports, if applicable. The Individual User can also set up personal defaults for each of these documents. This section of the User's Guide focuses on the time sheet.

2.1 Starting A New Time Sheet

One of the options on your menu should be Time Reporting. To locate a time sheet, press the PF key for the Time Reporting option or move the cursor to that selection on the screen and press **{ENTER}**. The computer will display the Time Sheets For An Employee screen (Figure 1).

There are three options available from this screen: **{L}**--Look At The Time Sheets, **{W}**--Write A New Time Sheet, and **{D}**--Defaults. Use the **{L}** action on a line to review current or old time sheets. Use the **{D}** action in the header to review or alter your default time sheet. Use the **{W}** action in the header to write a new time sheet for the current pay period or a time sheet for the future pay period. The date can be any day in the pay period for which you are trying to write a time sheet.

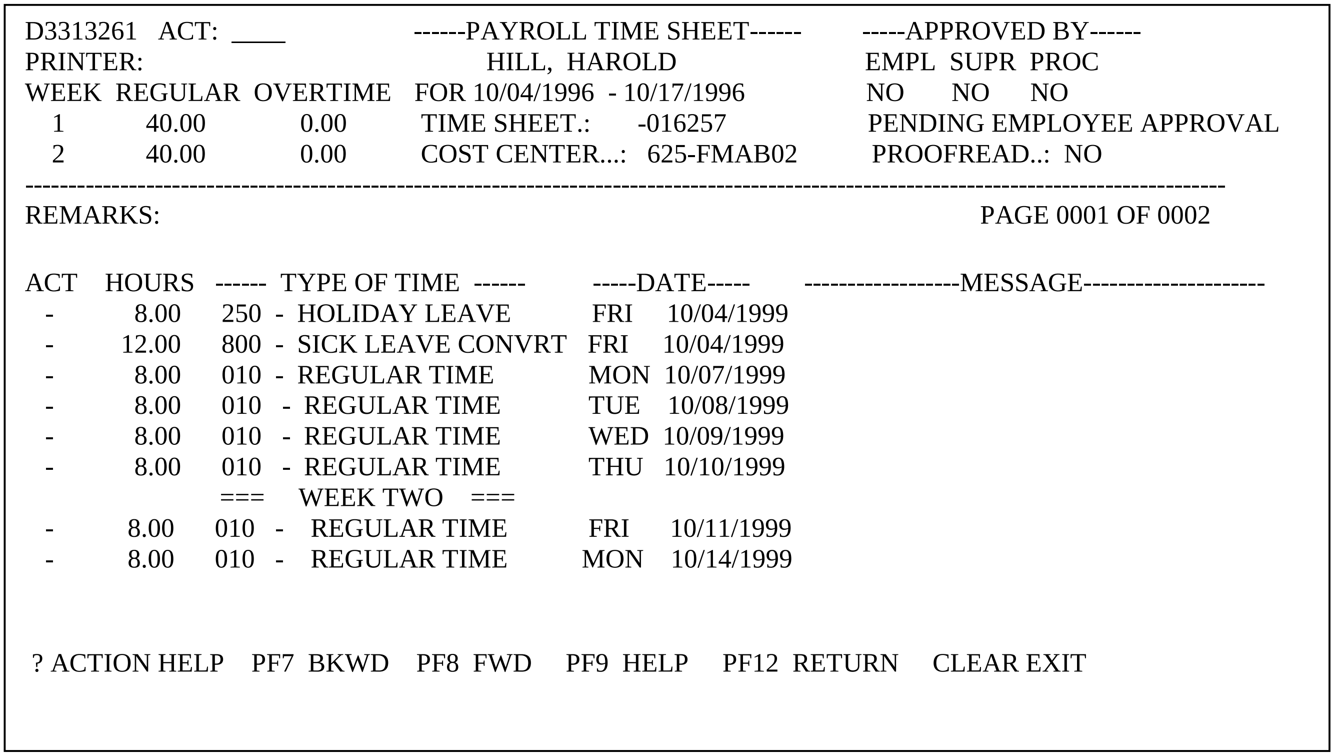
Note: The HRIS Payroll Time Reporting System will automatically create a time sheet for all permanent employees each pay period. This will occur the last Thursday night of a pay period for the new pay period starting on Friday. If a time sheet already exists for that pay period, the computer will not create a new time sheet.

Because the system automatically creates time sheets for you, it may be rare to use the **{W}** action to write a new time sheet. Instead, use the **{L}** action to view or alter the time sheet for the current pay period.

2.2 Editing A Time Sheet

At the Time Sheets For An Employee screen (Figure 1) use the **{L}**--Look At The Time Sheet--action to select the time sheet for the current pay period. The current time sheet will usually be the first line item in the detail section of the screen. It will have a status of PENDING EMPLOYEE APPROVAL.

After you type an **{L}** in the action field of the appropriate time sheet--and press **{ENTER}** --the computer will display the time sheet. You will see a screen that looks like Figure 2 shown on page 5.



```
D3313261   ACT: ____            ------PAYROLL TIME SHEET------        -----APPROVED BY------
PRINTER:                                 HILL,  HAROLD                EMPL  SUPR  PROC
WEEK  REGULAR  OVERTIME   FOR 10/04/1996  - 10/17/1996                NO     NO     NO
   1          40.00          0.00         TIME SHEET.:      -016257   PENDING EMPLOYEE APPROVAL
   2          40.00          0.00         COST CENTER...:  625-FMAB02  PROOFREAD..:  NO
------------------------------------------------------------------------------------------------
REMARKS:                                                                   PAGE 0001 OF 0002

ACT    HOURS   ------  TYPE OF TIME  ------        -----DATE-----      ------------------MESSAGE--------------------
  -          8.00     250  -  HOLIDAY LEAVE          FRI     10/04/1999
  -        12.00     800  -  SICK LEAVE CONVRT   FRI    10/04/1999
  -          8.00     010  -  REGULAR TIME          MON  10/07/1999
  -          8.00     010   -  REGULAR TIME          TUE    10/08/1999
  -          8.00     010   -  REGULAR TIME          WED  10/09/1999
  -          8.00     010   -  REGULAR TIME          THU   10/10/1999
                      ===     WEEK TWO    ===
  -         8.00     010  -    REGULAR TIME          FRI     10/11/1999
  -         8.00     010  -    REGULAR TIME         MON    10/14/1999


 ? ACTION HELP    PF7  BKWD    PF8  FWD     PF9  HELP     PF12  RETURN     CLEAR EXIT
```

Figure 2 - Time Sheet

If the time sheet is a new one, it will display your personal time sheet defaults. If you have not created a default time sheet, the time sheet will display system defaults, which are 80 hours of regular time.

In the example screen above there are two entries for Friday. There can be as many entries for each day as you need to account for your time. If on Monday you used two hours of "comp" time and took two hours of vacation, there would be three entries for that day, as follows:

```
ACT   HOURS      ---- TYPE OF TIME ----              ----DATE-----
-           4.00        010  -  REGULAR TIME           MON 10/14/1999
-           2.00        200  -  SCHED VACATION       MON 10/14/1999
-           2.00        400  -  COMP TIME TAKEN      MON 10/14/1999
```

There can only be **one** entry per day for **each** type of time used.

Type Of Times Codes

010--Regular Time   020--Overtime   200--Sched Vacation

These numbers **look** like function codes on the Work Report portion of time reporting. They are not! Types of Time codes are used by the on-line Time System and should not be confused with function or object codes.

Note: Hours are assigned to function codes in the work report (see section 3).

Note: The Type Of Time Codes shown in this User's Guide are examples only. Appendices A, B, C, D, E and the time sheet selection list provide a list of Type of Time Codes available for use.

The smallest amount of time you can assign to a time type is 1/100th of an hour. The entry must be made in decimal hundredths of an hour (0.01). If you use a half-hour of vacation, the line will look like this:

ACT	HOURS	---- TYPE OF TIME ----	----DATE----
-	0.50	200 - SCHED VACATION	MON 10/07/1999

Below is a table showing how many minutes are in each hundredth of an hour:

MIN	**DEC**	**MIN**	**DEC**	**MIN**	**DEC**	**MIN**	**DEC**
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	45	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75	60	1.00

2.3 Modifying A Line

You can modify a line of the time sheet by tabbing to the information you wish change, typing over it, and pressing the **{ENTER}** key. The fields you can change are the number of hours, the type of time code, and the date.

If you change the type of time code, the computer will automatically change the narrative when you press the **{ENTER}** key. To change the first entry on the screen in Figure 2, page 5, from Regular Time to Vacation, **{TAB}** to the second field on that line, which contains the number "010", and change that number to "200". After pressing the **{ENTER}** key the line would look like this:

```
_        8.00    200 - Sched Vacation   Mon  10/07/1999
```

If you cannot change a line, it is possible that you are trying to change an approved time sheet, or trying to change a field you are not authorized to change. Another possibility is that the type of time code has been used that day (see section 2.5).

2.4 Using The Select Action

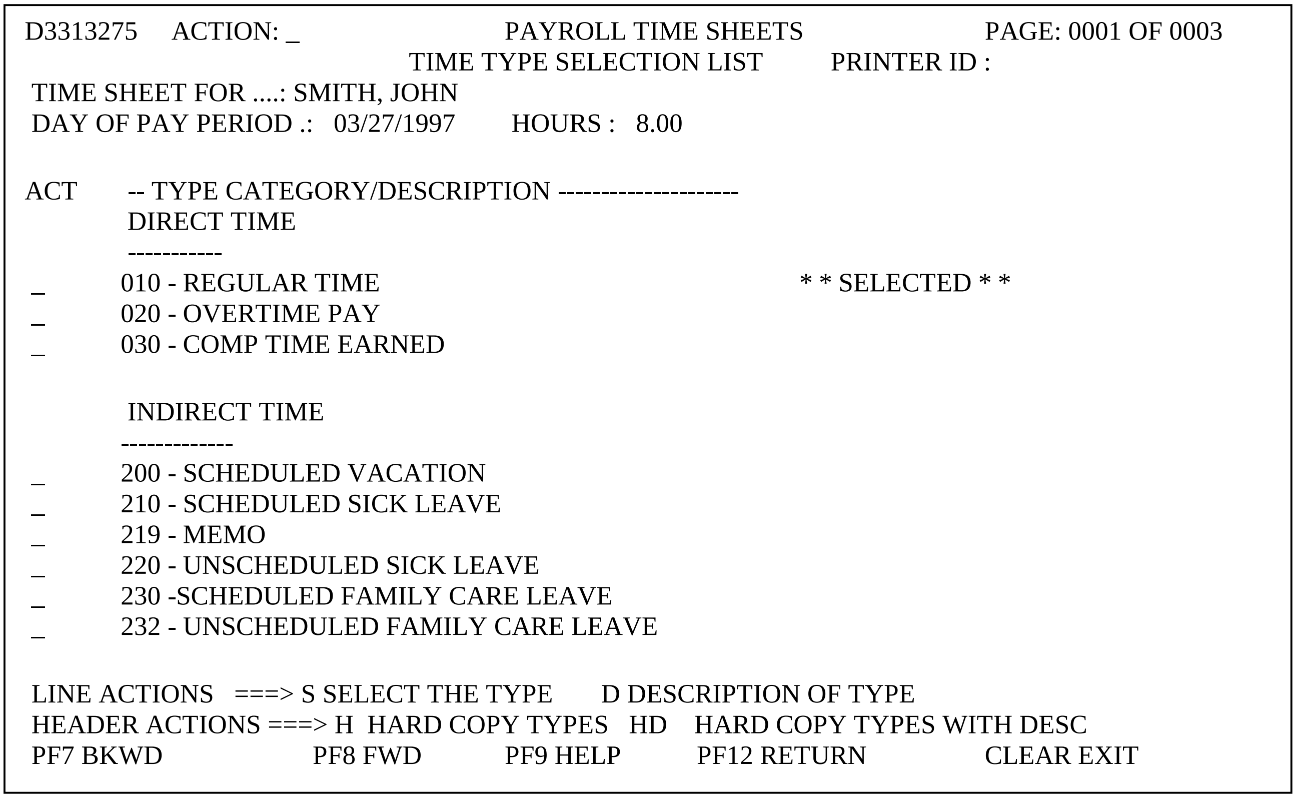
Another way of changing the type of time for an entry is to use the select action. Type an **{S}** in the action field of the day you want to change and press **{ENTER}.** The computer will display the Time Type Selection List screen (Figure 3, page 8).

Note: The list of time types on this screen differs for each individual, based on their bargaining unit. For a complete list of all time types available, see appendices A, B, C, D, and E.

The computer will not allow you to use a type of time that you are not authorized to use. It checks for the proper type of time codes for the employee when proofread or approved.

To choose a type of time from the "Time Type Selection" screen, move the cursor to the action field of the type you need, type an **{S}** and press **{ENTER}**. The computer will indicate the current selection to the right of the line, as shown in the Figure 3 on page 8. You can page through the list using the **{PF7}** (Backward) and **{PF8}** (Forward) keys.

Once you have chosen a type of time, use the **{PF12}** key to return to the time sheet.



```
D3313275   ACTION: _                PAYROLL TIME SHEETS              PAGE: 0001 OF 0003
                              TIME TYPE SELECTION LIST        PRINTER ID :
 TIME SHEET FOR ....: SMITH, JOHN
 DAY OF PAY PERIOD .:  03/27/1997      HOURS :  8.00

ACT      -- TYPE CATEGORY/DESCRIPTION ---------------------
         DIRECT TIME
         -----------
 _      010 - REGULAR TIME                                * * SELECTED * *
 _      020 - OVERTIME PAY
 _      030 - COMP TIME EARNED

         INDIRECT TIME
        -------------
 _      200 - SCHEDULED VACATION
 _      210 - SCHEDULED SICK LEAVE
 _      219 - MEMO
 _      220 - UNSCHEDULED SICK LEAVE
 _      230 -SCHEDULED FAMILY CARE LEAVE
 _      232 - UNSCHEDULED FAMILY CARE LEAVE

 LINE ACTIONS   ===> S SELECT THE TYPE      D DESCRIPTION OF TYPE
 HEADER ACTIONS ===> H  HARD COPY TYPES   HD    HARD COPY TYPES WITH DESC
 PF7 BKWD              PF8 FWD         PF9 HELP         PF12 RETURN            CLEAR EXIT
```

Figure 3 - Time Type Selection List Screen

2.5 Adding A Line

To add a line to the time sheet, move the cursor to the day to which you want to make an addition. Type an **{A}** in the action field of that line, change the time type code, and press **{ENTER}.** You must change the time type code (or the date) to add a line because each time type code can only be used once each day.

Note: The computer will not allow duplicate time type codes in a single day. You cannot have two entries for Comp Time Taken on one day of the week. If you took two hours of "comp" time in the morning and two hours of "comp" time in the afternoon, you would have one 4-hour entry for the day.

If you try to use a type of time code already in use for that day, the computer will print a message (type only used once/day) --to the right of the line--that you have used a duplicate code.

2.6 Deleting A Line

Deleting a line from an unapproved time sheet is easy. Move the cursor to the action field of the line you want to delete, type a **{D}** and press the **{ENTER}** key. The line will be removed from the time sheet.

Note: If you do not want to use a line, delete it. Don't change the hours to zero (0.0).

2.7 Exploding the Day

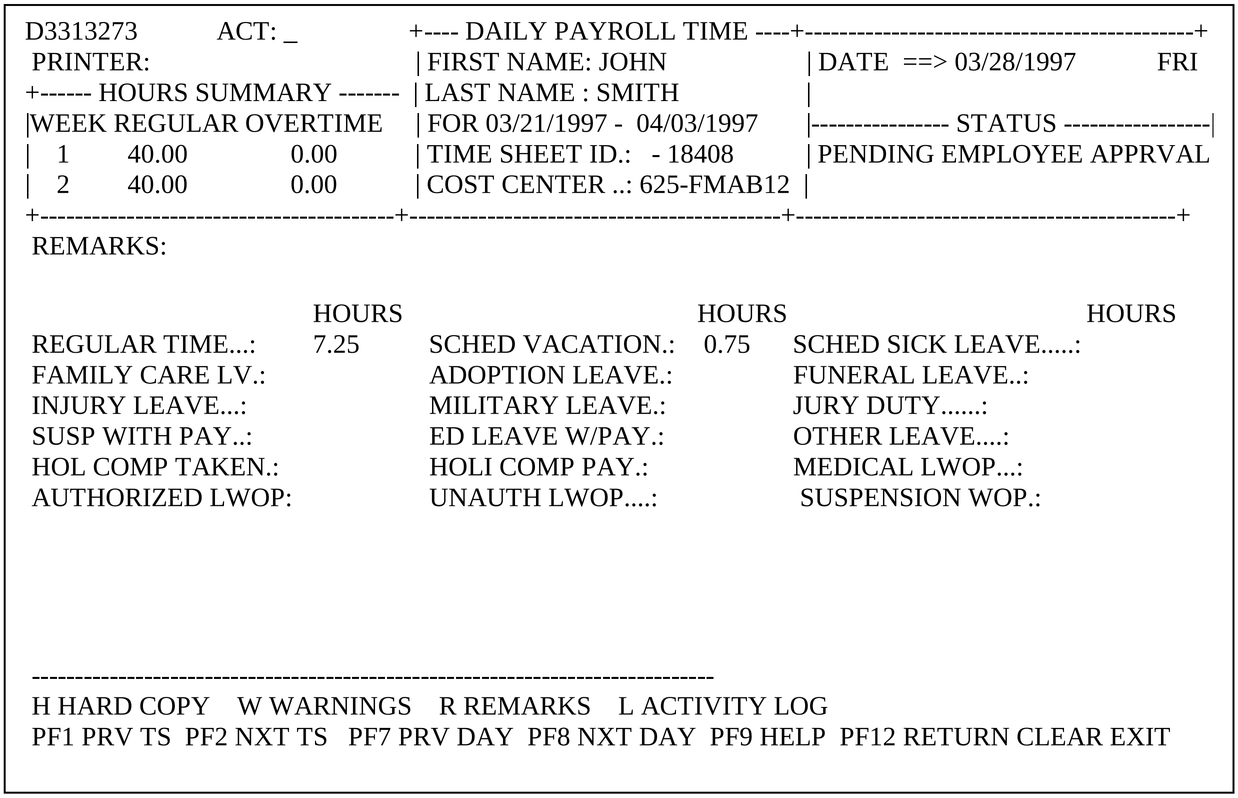
If you use three or more types of time in one day, it is best to "explode" your view of the day to include all time types. By moving the cursor to the field associated with each type of time, you can enter the number of hours, or partial hours, to be assigned to it for the day.

Figure 4 on page 10 shows an example of an "exploded" day. There may be types of time shown that do not apply to you. When you log on the computer with your USERID, what you see on this screen will be the types of time that are for your individual use, based on your bargaining unit.

Each type of time available will be shown. Next to each is a field for entering the amount of time spent on that type during the day. Time can be entered in hours or hundredths of hours (see section 2.2, page 4). Any **old** data in that field must be erased before pressing the **{ENTER}** key to update the field.

The **{TAB}** key will move you from one field to the next. When you have allocated all the hours for the day to one or more time types, press the **{ENTER}** key to save your changes.

Then press **{PF12**} to return to the time sheet.

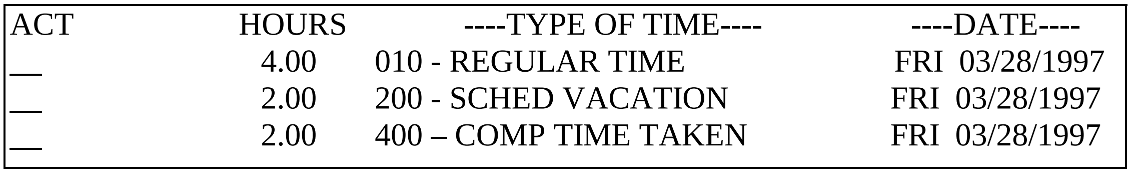


```
D3313273        ACT: _          +---- DAILY PAYROLL TIME ----+--------------------------------------------+
 PRINTER:                        | FIRST NAME: JOHN            | DATE  ==> 03/28/1997          FRI
+------ HOURS SUMMARY -------   | LAST NAME : SMITH           |
|WEEK REGULAR OVERTIME          | FOR 03/21/1997 -  04/03/1997 |---------------- STATUS -----------------|
|    1      40.00        0.00   | TIME SHEET ID.:   - 18408    | PENDING EMPLOYEE APPRVAL
|    2      40.00        0.00   | COST CENTER ..: 625-FMAB12   |
+----------------------------------------+-----------------------------------------+-------------------------------------------+
 REMARKS:

                          HOURS                               HOURS                               HOURS
 REGULAR TIME...:         7.25      SCHED VACATION.:   0.75   SCHED SICK LEAVE.....:
 FAMILY CARE LV.:                   ADOPTION LEAVE.:          FUNERAL LEAVE..:
 INJURY LEAVE...:                   MILITARY LEAVE.:          JURY DUTY......:
 SUSP WITH PAY..:                   ED LEAVE W/PAY.:          OTHER LEAVE....:
 HOL COMP TAKEN.:                   HOLI COMP PAY.:           MEDICAL LWOP...:
 AUTHORIZED LWOP:                   UNAUTH LWOP....:           SUSPENSION WOP.:




 ---------------------------------------------------------------------------
 H HARD COPY   W WARNINGS   R REMARKS   L ACTIVITY LOG
 PF1 PRV TS  PF2 NXT TS   PF7 PRV DAY  PF8 NXT DAY  PF9 HELP  PF12 RETURN CLEAR EXIT
```

Figure 4 - Daily Payroll Time Screen (Exploded Day)

Note: You can stay on the "explode the day" screen and move through the pay period making whatever changes are needed to each day, by using the **{PF7}--**Previous Day and **{PF8}**--Next Day keys.

When you return to the time sheet, you will see a line on the screen for each type of time to which you assigned time for that day. To use a previous example, if you entered time into the three time types Regular Time, Comp Time Taken, and Vacation, the entries on the screen for that day would look like this:



```
ACT              HOURS          ----TYPE OF TIME----              ----DATE----
__                4.00     010 - REGULAR TIME                   FRI  03/28/1997
__                2.00     200 - SCHED VACATION                 FRI  03/28/1997
__                2.00     400 – COMP TIME TAKEN                FRI  03/28/1997
```

2.8 Converting Overtime & Designating Comp Time

For those employees who are eligible for overtime, hours worked after 40 hours in a week are overtime hours. The computer does not automatically change regular hours to overtime hours. However, an error message will appear in the Remarks line instructing you to convert hours to overtime. There is an action in the menu, which you can use to accomplish the conversion.

It is not necessary to keep track of which hours are regular time and which are overtime. You **must** enter all hours worked as regular time. Do ***not*** try to enter overtime hours on the day they are worked. Then, prior to proofreading or approving the time sheet, use the header action **{CO}**--Convert Overtime. This action changes any regular hours in a week, after 40 hours (80 hours per pay period in some case) to overtime hours. If comp time is desired, you must first convert to overtime and then modify the line by changing the overtime time type (020) to comp time (030).

Fiscal and staff employees in Department of Inspections and Appeals, Iowa Workforce Development, and Department of Revenue and Finance with a 'field' status are eligible to earn comp time only on Saturdays and Sundays when the employee has received prior management approval. Field status employees are not able to use the **{CO}** header action. They must add **{A}** the comp time to the appropriate Saturday or Sunday.

2.8.1 Scheduled and Unscheduled Sick Leave

The electronic time sheet is programmed to differentiate between scheduled and unscheduled sick leave, if applicable to the employee, based on bargaining unit. It is important to properly designate the type of leave used because the leave type affects the overtime calculation.

Definitions –

Scheduled Sick Leave – Leave that is requested at least 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

Unscheduled Sick Leave – Leave that is requested less than 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

A covered employee is not entitled to overtime until that employee has 40 qualified hours in a pay week. Scheduled leave does count towards the 40-hour requirement. Scheduled leave used after the 40-hour requirement is met shall be computed as allowable overtime by the HRIS system. In each of examples A and B, the employee will be compensated for 40 regular hour ands 16 hours overtime hours.

Example A

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Sched Vac	Monday
8.00	Sched Sick	Tuesday
8.00	Regular	Wednesday
8.00	Regular	Thursday
56.0		

Example B

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
8.00	Sched. Vac	Wednesday
8.00	Sched Sick	Thursday
56.00		

Unscheduled leave also counts toward the initial 40 hours in the overtime calculation. However, unscheduled leave used after the initial 40 hours is NOT included in the overtime calculation. In other words, a covered employee can use unscheduled leave in the initial 40 hours of the workweek and earn overtime for hours worked over 40. However, a covered employee will NOT be compensated for overtime if the overtime hours are unscheduled leave used after the 40-hour requirement is met.

In the following Example C, the employee will be compensated for 40 regular hours and 16 overtime hours since the unscheduled leave was included in the first 40 hours.

In example D, the employee will be compensated for 40 regular hours and no overtime. The unscheduled leave was used after the 40-hour requirement was met. The 16 hours of unscheduled leave will not be paid, nor will it be charged against the sick leave. When the timesheet is proofread, time type 219 - Memo Time will be inserted in the entry which was originally entered as unscheduled leave after 40 hours. A warning message will also appear on the time sheet that reads, “UNSCHEDULED LEAVE AFTER 40 HRS CONVERTED TO UNSCHEDULED LEAVE MEMO.”

Example C

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Unsched Sick	Monday
8.00	Unsched Sick	Tuesday
8.00	Regular	Wednesday
8.00	Regular	Thursday
56.00		

Example D

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
8.00	Unsched Sick	Wednesday
8.00	Unsched Sick	Thursday
40.00		

2.9 Adding Remarks

There are occasions when it is necessary to add remarks to a time sheet. In some situations the computer will require you to enter remarks (in the REMARKS field just below the header) before allowing you to continue. This occurs when canceling a document, or when using the "330"--Other Leave--time type.

To add remarks to a time sheet move the cursor to the header action field, type an **{R}** in the field and press **{ENTER}**. This action will take you to the remarks screen. Type the remarks you want to make and press the **{ENTER}** key to save them. Press **{PF12}** to return to the time sheet.

2.10 Other Shift Employees

Employees who work shifts other than the first shift of the day will have an extra column on their time sheet. The Shift column lists the number of the shift worked that day. Below is a partial example of a time sheet showing the shift column.

```
ACT  HOURS   ----TYPE OF TIME----   -------DATE-------    SHIFT
 __    8.00   010 - REGULAR TIME   FRI    03/28/1997       2
 __    8.00   010 - REGULAR TIME   MON    03/31/1997       2
 __    8.00   010 - REGULAR TIME   TUE    04/01/1997       2
 __    8.00   010 - REGULAR TIME   WED    04/02/1997       2
 __    8.00   010 - REGULAR TIME   THU    04/03/1997       2
```

An individual who works second shift can enter either "1" or "2" as a shift designation, meaning he or she can work either first or second shift. Third shift employees can enter either "1" or "3" as a shift designation.

Those individuals listed as shift "4" in the personnel records can work any shift. Do not, however, enter a "4" in the shift column of the time sheet; it will not work. Instead, enter the actual shift number worked that day.

Employees who work second or third shift will receive the shift differential for paid time off. Shift "4" employees do not receive shift differential for paid time off.

2.10.1 Med Passer

Med passer differential will be paid to certain covered classes that pass medications and are eligible for this type of pay per the collective bargaining agreement. This time type will show up when you “explode the day” on the timesheet. An employee who passes medications and works an 8 hour shift will have a line on that day for 8 hours regular time plus a line for 8 hours med passer time. Do this for each day the employee passes medications. An employee is eligible for med passer pay for the total hours the employee was scheduled to work that day, and if they passed medication during any portion of that day.

2.10.2 Call Back and Standby Time

In accordance with the AFSCME and IUP collective bargaining agreements, call back guarantees a minimum of three hours of paid time if an employee is called back into the office or away from home outside of the employee’s regularly scheduled work hours. Call back is divided into productive and non-productive time.

- Productive time is that time which an employee is actually working. This time is entered on the time sheet as regular hours (time type 010).

- Non productive time is the remainder of the three hours of call back time for which an employee is not actually working. This time is always paid at the straight hourly pay rate, and is entered on the time sheet as call back time (time type 630). This time must be paid, and may not be “comped.”

- If an employee works more than three consecutive hours during a call back period, all hours worked are entered as regular hours. No hours would be entered with the call back time type.

- Two or more periods of call back during the same evening cannot overlap.

- Holiday Call Back should be used if an employee is called out on a holiday (time type 630). You can get to this code by typing an “X” (explode the day) on the line action for the holiday.

- Productive time on a holiday is entered as Holiday Overtime (time type 050).

Standby time is entered on the time sheet as time type 620. Standby hours are entered on the time sheet on the applicable day. For instance, if an employee is on standby from 4:30 p.m. Monday until 8:00 a.m. Tuesday, you would enter 7.50 hours of standby on Monday and 8.0 hours of standby on Tuesday.

Call Back During Standby Time:

- If an employee is called out during the same period of time they are on standby, the hours of call back (productive and non-productive) must be subtracted from the standby hours.

- The productive call back time is entered as regular hours on the time sheet. The non-productive hours are entered as call back hours on the time sheet. The total of these hours is subtracted from the total standby time.

2.10.3 Paying Off Comp Time, Holiday Comp Time, and Banked Holiday Hours

Comp Time, Holiday Comp Time and Banked Holiday hours can be paid directly from the electronic time sheet. To do this, add a line on the first day of the pay period, and then enter the time type to be paid (i.e., 600 – Comp Time Pay, 610 – Holiday Comp Time Pay and 615 – Bank Holiday Pay). This entry can also be made by exploding the day and entering the number of hours to be paid in the appropriate field.

2.11 Proofreading

Use the **{P}** command to proofread a document. This header action proofreads both the time sheet and the work report. Proofreading verifies the types of time used. It also checks vacation, sick leave, and "comp" time totals to ensure you have enough for the time claimed. Contract rules are enforced. If the computer discovers an error on the time sheet, it will print a message just under the word "REMARKS:". If the error relates to a single line of the time sheet, an error flag will also print to the right of the line that contains the error.

```
<== ERROR
```

When the proofread is successful, the proofread status indicator (in the Status box in the upper right corner of the screen) will change from "NO" to "YES". The proofread status indicator will remain "YES" until a change is made to the time sheet. A change made to the time sheet will return the proofread status indicator to "NO".

Note: It is *not* necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

2.12 Viewing Warning Messages

Sometimes the proofread action will not encounter an error, but will find something on your time sheet that **might** be a problem. An example is when your vacation balance is within 24 hours of your vacation maximum.

After using the proofread action, or approving the time sheet (see section 2.12), the computer might display a message on the time sheet just below the word "REMARKS:"

USE ACTION "W" TO VIEW WARNINGS

It does not print the warning message(s) themselves since there might be more than one.

To view the warning messages, use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your time sheet. Press **{PF12}** to return to the time sheet.

Warnings indicate that some action on your part **might** be necessary. In the example mentioned above, it would be a good idea to schedule some vacation time!

2.13 Applying Approval

To complete your time sheet it is necessary to approve it. Type a **{Y}** in the header action field and press **{ENTER}.** The computer will change the status of the time sheet from Pending Employee Approval to Pending Supervisor's Approval. It also will change the "EMPL" status in the APPROVED BY box from "No" to "Yes".

The APPROVED BY box at the top right corner of the time sheet contains the approval levels the time sheet must pass through before a pay check is issued.

2.14 Unapproving A Time Sheet

You cannot make changes to a time sheet after it is approved, unless you have authority to approve it at the next level. To make a change after you have approved the time sheet, you must unapprove it. Type an **{N}** in the header action field of the time sheet and press **{ENTER}**. Doing so will return the time sheet to PENDING EMPLOYEE APPROVAL.

Note: You can unapprove a time sheet only if your supervisor has not yet applied the supervisors level of approval to the time sheet.

2.15 Canceling A Time Sheet

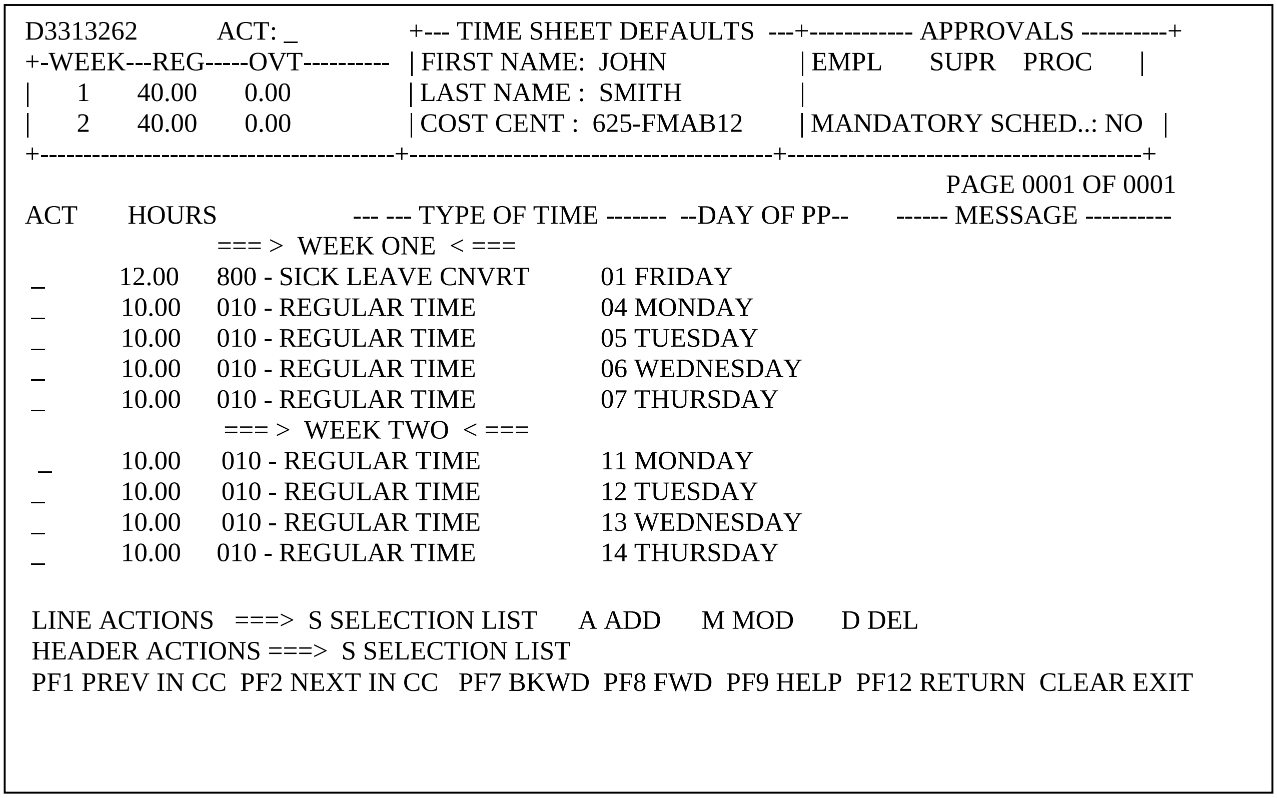
Only rarely will you need to cancel a time sheet. A problem with a time sheet can be corrected either before or after approval (if after, by unapproving it). If it is necessary to cancel a time sheet, however, it is an easy procedure to do so.

To cancel a time sheet, move the cursor to the header action field, type **{C}**, and press **{ENTER}**. The computer will place the cursor just after the word "REMARKS:". You must enter a reason for canceling the time sheet. When you have completed your remarks, press the **{ENTER}** key again. The time sheet will be canceled. It is then necessary to write a new time sheet for the pay period (see section 2.1).

2.16 Setting Up Time Sheet Defaults

The standard time sheet uses two 40-hour workweeks, each composed of five 8-hour days, Monday through Friday. This schedule is the most common work schedule, but obviously not the only one. To avoid having to modify a time sheet every pay period--to accommodate a compressed workweek, for instance--the Time System allows you to set up a personalized default time sheet.

If you set up a default time sheet, then every pay period the computer will create a time sheet for you with your personalized schedule already in place.



```
D3313262          ACT: _            +--- TIME SHEET DEFAULTS  ---+------------ APPROVALS ----------+
+-WEEK---REG-----OVT----------  | FIRST NAME:  JOHN              | EMPL      SUPR    PROC      |
|      1      40.00      0.00               | LAST NAME :  SMITH              |
|      2      40.00      0.00               | COST CENT :  625-FMAB12       | MANDATORY SCHED..: NO   |
+----------------------------------------+----------------------------------------+----------------------------------------+
                                                                                                    PAGE 0001 OF 0001
ACT       HOURS                    --- --- TYPE OF TIME -------  --DAY OF PP--       ------ MESSAGE ----------
                        === >  WEEK ONE  < ===
 _          12.00     800 - SICK LEAVE CNVRT          01 FRIDAY
 _          10.00     010 - REGULAR TIME              04 MONDAY
 _          10.00     010 - REGULAR TIME              05 TUESDAY
 _          10.00     010 - REGULAR TIME              06 WEDNESDAY
 _          10.00     010 - REGULAR TIME              07 THURSDAY
                         === >  WEEK TWO  < ===
  _         10.00      010 - REGULAR TIME             11 MONDAY
 _          10.00      010 - REGULAR TIME             12 TUESDAY
 _          10.00      010 - REGULAR TIME             13 WEDNESDAY
 _          10.00     010 - REGULAR TIME              14 THURSDAY

 LINE ACTIONS   ===>  S SELECTION LIST      A ADD      M MOD       D DEL
 HEADER ACTIONS ===>  S SELECTION LIST
 PF1 PREV IN CC  PF2 NEXT IN CC   PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT
```

Figure 5 - Time Sheet Defaults Screen

2.16.1 Finding the Time Sheet Defaults Screen

You reach the Time Sheet Defaults screen (Figure 5) from either:

a. The Time Sheets For An Employee screen (Figure 1, page 3) by using the **{D}** action in the header action field.

or

b. The Time Sheet itself (Figure 2, page 5) by using the **{D}** action in the header action field.

In either case the computer will display a screen like Figure 5 above. This screen shows a compressed workweek of four 10-hour days. The employee does not work Mondays. Also notice that he has set up a line on the first Friday of the pay period to convert sick leave to vacation automatically (also see section 2.16.4) .

2.16.2 Editing The Time Sheet Defaults

Editing the time sheet defaults screen is the same as editing the time sheet. You can add, modify, and delete lines. You also can use the time type selection list to change the type of time for a given line. For more information on these subjects, see Section 2.

2.16.3 Your Personalized Schedule

To set up a default time sheet for your personal schedule, edit the daily entries for the two-week period to reflect the actual hours and days you work. If you work four 9-hour days, from Monday to Thursday, and one 4-hour day Friday, the entries on your default screen will look like the partial time sheet in Figure 6 below.

Once your defaults are set the way you want them, press the **{PF12}** key to return to your original screen. The new defaults will act as a template for the computer to use in the creation of your time sheet each pay period.

```
ACT   HOURS      ----TYPE OF TIME----         --DAY OF PP--
                 ===> WEEK ONE <===
 __    4.00      010 - REGULAR TIME           01  FRIDAY
 __   12.00      800 - SICK LEAVE CNVRT       01  FRIDAY
 __    9.00      010 - REGULAR TIME           04  MONDAY
 __    9.00      010 - REGULAR TIME           05  TUESDAY
 __    9.00      010 - REGULAR TIME           06  WEDNESDAY
 __    9.00      010 - REGULAR TIME           07  THURSDAY
 __              ===> WEEK TWO <===
 __    4.00      010 - REGULAR TIME           08  FRIDAY
 __    9.00      010 - REGULAR TIME           11  MONDAY
 __    9.00      010 - REGULAR TIME           12  TUESDAY
 __    9.00      010 - REGULAR TIME           13  WEDNESDAY
 __    9.00      010 - REGULAR TIME           14  THURSDAY
```

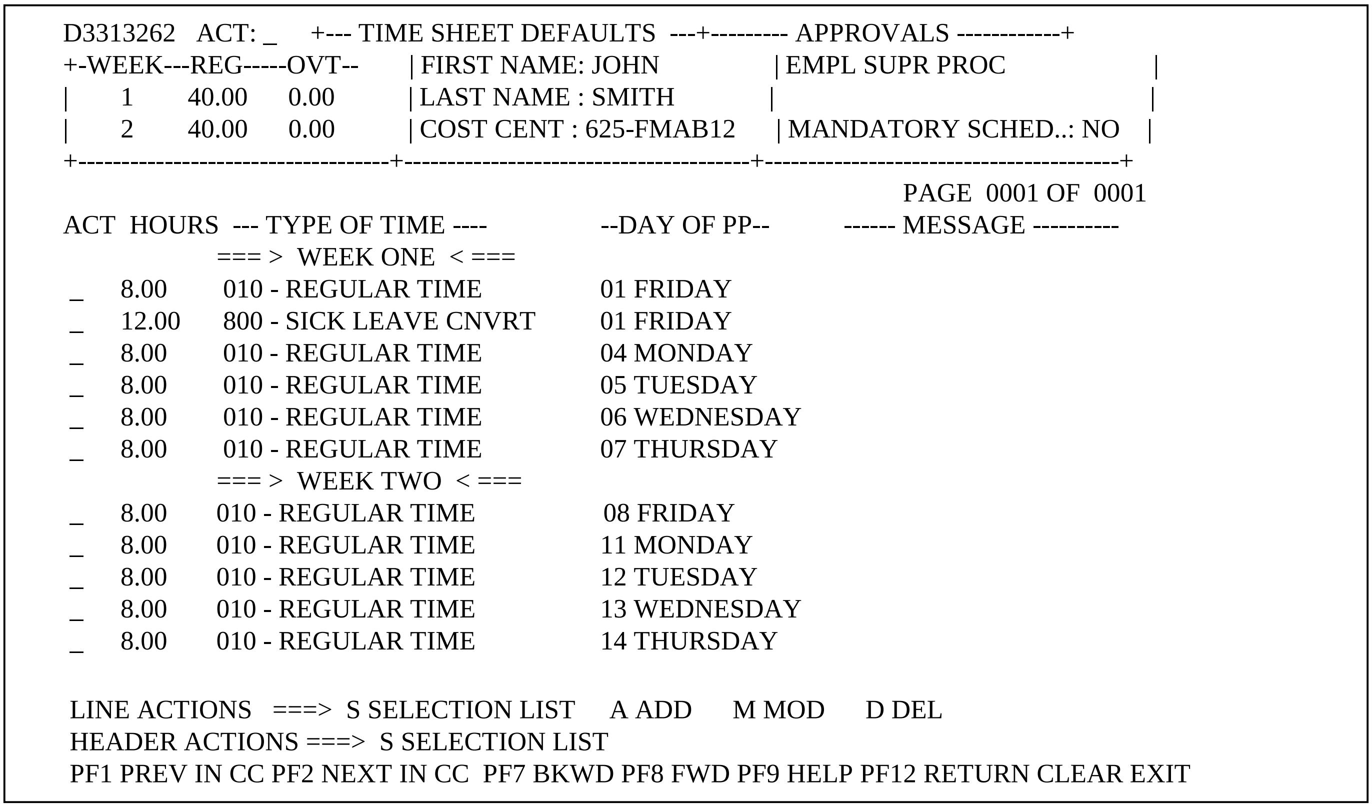
Figure 6 - Default Time Sheet (9-hour days)

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. The new defaults will appear the next time a time sheet is written for you.

2.16.4 Sick Leave Converted Into Vacation

To **automatically** convert your sick leave to vacation each month, you need to go to your default time sheet (see Figure 5, page 18), and enter an **{A}** in the "action" field of the first Friday of the pay period, change the hours in the "hours" field to 12.0, change the time type code to 800, and press **{ENTER}**. With your default time sheet coded in this way, your sick leave will now be converted automatically to vacation each month (first pay date of the month) that you meet the eligibility requirements. Permanent part-time employees convert a lesser amount of sick leave depending on the hours worked; 60-79 hours convert 9 sick leave hours to 3 vacation hours, 40-59 hours convert 6 to 2, and 20-39 hours convert 3 to 1.

IUP employees convert 8 hours of sick leave rather than 12. That conversion is also prorated, 60-79 hours convert 6 sick leave hours to 3 vacation hours, 40-59 hours convert 4 to 2, and 20-39 hours convert 2 to 1.



```
D3313262   ACT: _    +--- TIME SHEET DEFAULTS  ---+--------- APPROVALS ------------+
+-WEEK---REG-----OVT--      | FIRST NAME: JOHN             | EMPL SUPR PROC                |
|       1      40.00     0.00         | LAST NAME : SMITH            |                               |
|       2      40.00     0.00         | COST CENT : 625-FMAB12       | MANDATORY SCHED..: NO         |
+-----------------------------------+--------------------------------------+-----------------------------------------+
                                                                    PAGE  0001 OF  0001
ACT  HOURS  --- TYPE OF TIME ----              --DAY OF PP--          ------ MESSAGE ----------
               === >  WEEK ONE  < ===
 _     8.00      010 - REGULAR TIME            01 FRIDAY
 _     12.00     800 - SICK LEAVE CNVRT        01 FRIDAY
 _     8.00      010 - REGULAR TIME            04 MONDAY
 _     8.00      010 - REGULAR TIME            05 TUESDAY
 _     8.00      010 - REGULAR TIME            06 WEDNESDAY
 _     8.00      010 - REGULAR TIME            07 THURSDAY
               === >  WEEK TWO  < ===
 _     8.00     010 - REGULAR TIME             08 FRIDAY
 _     8.00     010 - REGULAR TIME             11 MONDAY
 _     8.00     010 - REGULAR TIME             12 TUESDAY
 _     8.00     010 - REGULAR TIME             13 WEDNESDAY
 _     8.00     010 - REGULAR TIME             14 THURSDAY

 LINE ACTIONS   ===>  S SELECTION LIST     A ADD      M MOD      D DEL
 HEADER ACTIONS ===>  S SELECTION LIST
 PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
```

Figure 7 - Sick Leave Conversion To Vacation Default

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. **The new default for sick leave conversion will appear the next time a time sheet is generated for you in a pay period which includes the first calendar day of the month.**

2.17 Holidays

Work rules concerning holidays are provided by collective bargaining agreements, IDOP rules, and the Code of Iowa. This manual does not try to address all of those instances; rather, it contains instructions on how to enter holiday time. Please consult the appropriate document for detailed explanations of rules concerning holidays.

2.17.1 System Defaults for Holidays

The Time Reporting system is programmed to enter the holidays designated by the State of Iowa for all Mon-Fri employees. For non Mon-Fri employees, the actual holiday will be programmed on the employee's time sheet (i.e., New Years Day, Fourth of July, Veterans Day, and Christmas Day). It is important that the appropriate designation be set on each employee's EI record in order for the employee's correct holiday to be entered on the time sheet for that pay period. The holiday will show as time type 250 – Holiday Leave.

2.17.2 Holiday Defaults for IUP Employees

For employees covered under the UE/IUP collective bargaining agreement who have the mandatory schedule flag set to YES on the default, the time sheet will be edited against the default time sheet to determine how many hours should be recorded as Holiday Leave. The time sheet will be written in batch with the holiday hours reflecting what is set up for the corresponding day on the default timesheet. This may be more or less than 8 hours. If the holiday hours are changed from what is on the default for that day, the system will generate an error message that states that holiday leave is less (or more) than eligible holiday hours. If the employee's schedule has changed so that what is on the default is wrong for that week, the default time sheet can be changed and then the actual time sheet approved. This was done to ensure that the time reporting system complies with the language in Article IX, Section 9, paragraph D, of the UE/IUP contract, which states: "If a holiday falls on an employee's regularly scheduled work day, the employee will receive their regular shift pay."

For those employees who do not work a mandatory schedule and, therefore, the mandatory schedule flag on the default time sheet is set to NO, holiday hours will be set to 8 hours.

2.17.3 Holidays for Non-Contract and AFSCME Employees

For non-contract employees and employees covered under the AFSCME collective bargaining agreement who are scheduled to work on a shift other than first shift, the system allows holiday overtime and holiday compensatory time earned to be recorded on the day before the holiday and the day after the holiday. This was done to accommodate contract language in Article IX, Section 12, paragraph C, which states:

“When an employee is required by the employer to work a holiday listed in 11 (a) above, the employer agrees to provide holiday premium pay at the rate of time and one-half the employee’s regular rate in addition to their normal holiday pay for all hours worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half of the scheduled hours fall on a holiday.”

For example, if an employee normally works from 10:00 p.m. to 6:00 a.m. starting on the evening before a holiday, the system will allow entry of 2. Hours holiday overtime on the day before the holiday and 8 hours holiday overtime on the holiday. (Six hours from midnight to 6:00 a.m., plus 2.0 hours from 10:00 p.m. to midnight on the holiday.) If the employee enters more than 24 hour of holiday overtime and/or holiday comp time within a 3-day period that includes a holiday, the system will force a departmental approval, as an added check. If your practice has been to enter all holiday overtime/comp time on the holiday, you do not have to change your practice. This modification was made for agencies that prefer to record the premium time on the actual day worked when a shift crosses two days.

2.17.4 Recording Hours Worked on a Holiday

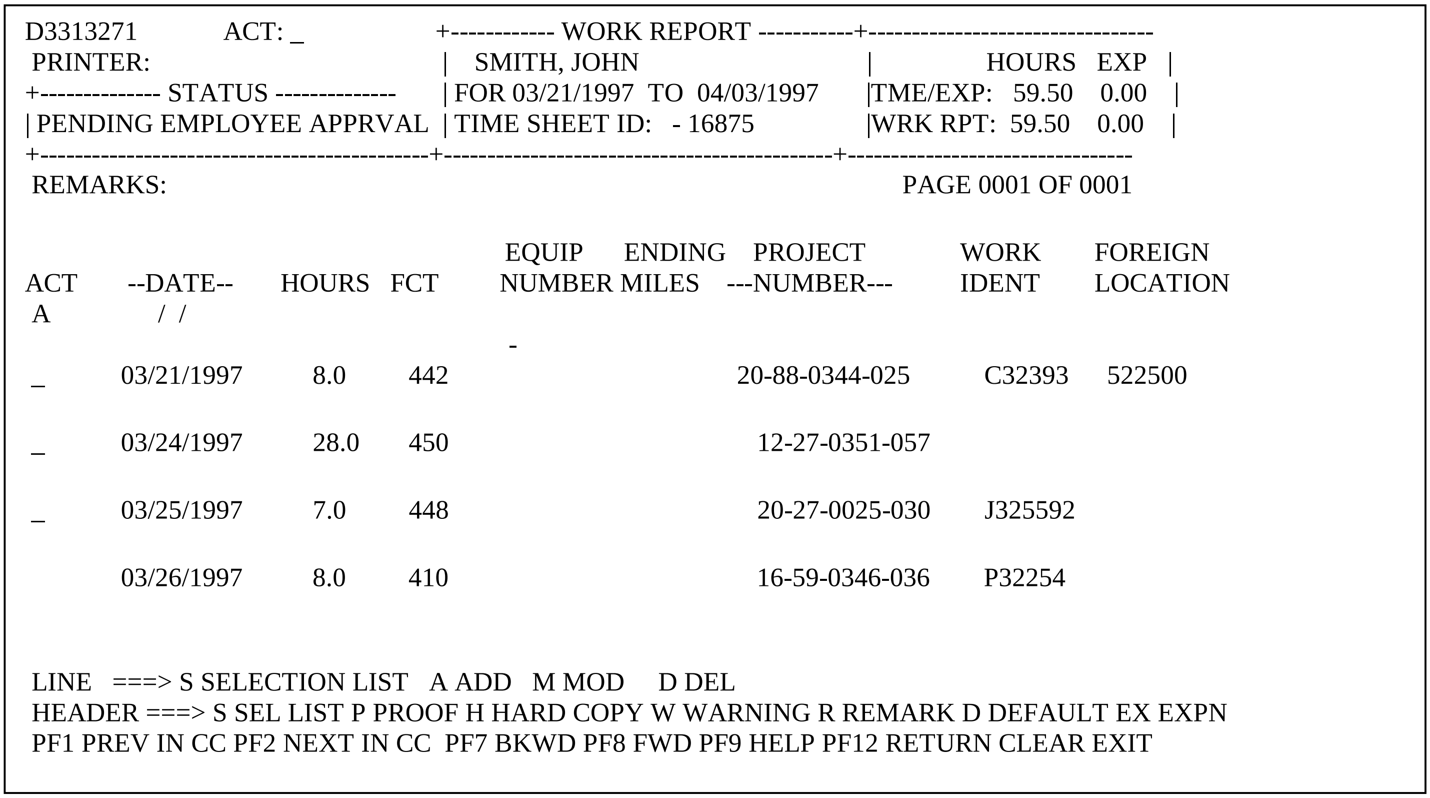
If the employee works on the holiday, add a line to the time sheet, using time type 050 – Holiday Overtime and the actual number of hours the employee worked that day. Do not delete the entry for Holiday Leave. If the employee opts to comp that holiday, change the time type from 050 – Holiday Overtime, to 040 – Holiday Comp Time Earned (For IUP employees, the time type is 031 – IUP HCOMP EARNED).

2.17.5 Banked Holiday

If the holiday falls on the employee’s regularly scheduled day off, change the holiday entry from time type 250 – Holiday Leave, to 830 – Banked Holiday. This “banks” the holiday to be used at a later date, but within 12 months of the day it is “banked.”

2.17.6 Supervisors’ Holidays

If a holiday falls on an supervisor’s regularly scheduled day off, and if that employee (or any other employee who is not eligible for overtime) works their regular 40 hours that week, the employee may comp their holiday (at straight time) for use at a later date, but within 12 months from the day it is worked. Supervisors and other employees who are not eligible for overtime do not get paid cash for holidays that fall outside their normal workweek.



```
D3313271          ACT: _            +------------ WORK REPORT -----------+---------------------------------
 PRINTER:                           |   SMITH, JOHN                       |            HOURS   EXP   |
+-------------- STATUS --------------  | FOR 03/21/1997  TO  04/03/1997    |TME/EXP:   59.50    0.00    |
| PENDING EMPLOYEE APPRVAL  | TIME SHEET ID:   - 16875              |WRK RPT:  59.50    0.00    |
+-------------------------------------------+-------------------------------------------+---------------------------------
 REMARKS:                                                                    PAGE 0001 OF 0001

                                         EQUIP     ENDING    PROJECT          WORK       FOREIGN
ACT      --DATE--      HOURS   FCT       NUMBER MILES    ---NUMBER---         IDENT      LOCATION
 A           /  /
                                          -
 _        03/21/1997        8.0       442                            20-88-0344-025        C32393     522500

 _        03/24/1997        28.0      450                              12-27-0351-057

 _        03/25/1997        7.0       448                              20-27-0025-030        J325592

          03/26/1997        8.0       410                              16-59-0346-036        P32254


 LINE   ===> S SELECTION LIST   A ADD   M MOD     D DEL
 HEADER ===> S SEL LIST P PROOF H HARD COPY W WARNING R REMARK D DEFAULT EX EXPN
 PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
```

Figure 8 - Work Report Screen

3. The Work Report

The time sheet reports the employee's time for pay purposes. The work report, on the other hand, assigns productive time to a function code, and to a project number if relevant. The work report also provides fields for **equipment numbers and ending miles, and work identification numbers and foreign locations, which we will not be using.**

The work report, while being a separate entity, is still part of the time sheet and does not require separate approval. When you apply approval to the time sheet, you also approve the work report.

3.1 Finding The Work Report

The work report can be reached through the time sheet (Figure 2, page 5). A header action listed in the menu for the time sheet is **{WR}**--Work Report. Type **{WR}** in the header action field and press the **{ENTER}** key. The computer will display a screen similar to Figure 8 shown above. Your personal work report might have only a single entry.

3.2 Editing The Work Report

Editing the work report screen is much the same as editing the time sheet. You can add, modify, and delete lines. You also can use the select action to choose the function code for a given entry. For more information on these subjects see Section 2: Time Sheets For The Individual User.

To add a line to the work report, move the cursor to the initial entry line, which has the "A" already in the action field. Tab once to the date field and enter the date. Enter information in the rest of the fields as necessary and press **{ENTER}**.

Note: Adding a line to the work report causes the total number of work report hours to be increased. The number of hours added with a new line must be manually subtracted from the original line(s).

3.3 Using The Work Report

Some employees make extensive use of the work report as Figure 8 on the previous page shows. Other employees may set up a default work report that assigns all their productive time to a single function code (see Figure 9 on page 28**)** and only rarely make any other use of the work report. How much you use the work report will depend on how your department determines the work report feature is to be used.

Although the work report requires only one entry (in which case all direct time for the pay period is assigned to one function code), you can use many entries as needed to account for your time. The work report needs a separate entry each time the function code, or project number changes.

3.4 Reconciling The Work Report With the Time Sheet

The work report is the "hub" of the Time System and links to the time sheet. The work report assigns "direct" time from the time sheet to a function code or project number.

The key to reconciling the time sheet with the work report is the summary box in the top right corner of the work report screen. The summary box looks like this:

	HOURS	EXP
TIME	80.0	0.00
WORK RPT	80.0	0.00

The HOURS column compares the total number of "direct" time hours from the time sheet with the total hours on the work report. We will not be using the EXP column at this time. The time sheet hours and the work report hours in the HOURS column must be the same.

3.4.1 Reconciling "Direct" Time

When you complete the work report for the pay period, the time sheet hours ("direct" time only) and the total work report hours should be the same. You can verify this by checking the summary box in the top right corner of the work report screen. Only hours from the five "direct" type of time codes will show up on the work report. The five types are:

010	Regular Time
020	Overtime
030	Comp Time Earned
040	Holiday Comp Time Earned
050	Holiday Overtime

If there is a discrepancy between the number of time sheet hours and the number of work report hours, as reported in the summary box, you should check the work report entries to find where you have assigned too much or too little time. If the work report hours are correct but there is still a discrepancy, verify that you used the correct type of time for each entry on the time sheet.

NOTE: The computer will automatically assign "direct" time to the work report as long as you do not make a change to it that pay period. If you make a change on the work report, automatic calculation is suspended for the pay period. It will be up to you to make the time sheet hours and the work report hours agree.

As an example, suppose you used 8 hours of vacation in the current pay period. Suppose, too, that the rest of your time for the pay period was regular time. In this situation the number of time sheet hours in the summary box of the work report would be 72. Therefore, the number of hours divided among your work report entries (the work report hours in the summary box) also must total 72.

3.5 Using The Work Report Entries For A Cost Center

This section is for Individual Users who are in a cost center, which has set up default work report entries. The work report entries are available as a selection list from the work report.

To reach the work report entries for the cost center use the header action **{S}**--Select List. Select the entry or entries needed by typing **{S}** in the action field of each line to be selected and press the **{ENTER}** key. You can select several entries simultaneously.

Note that you can page through the list of entries by using the **{PF7}** and **{PF8}** keys.

When you have made the selections, press **{PF12}** to return to the work report. The computer will have added a line for each one.

3.6 Completing The Work Report

When you have finished making changes to the work report, press **{ENTER}**. Then press the **{PF12}** key to return to the time sheet. The work report is complete. Since the work report is part of the time sheet, it is not necessary (or even possible) to apply approval to it separately. You approve the work report when you approve the time sheet.

3.7 Proofreading

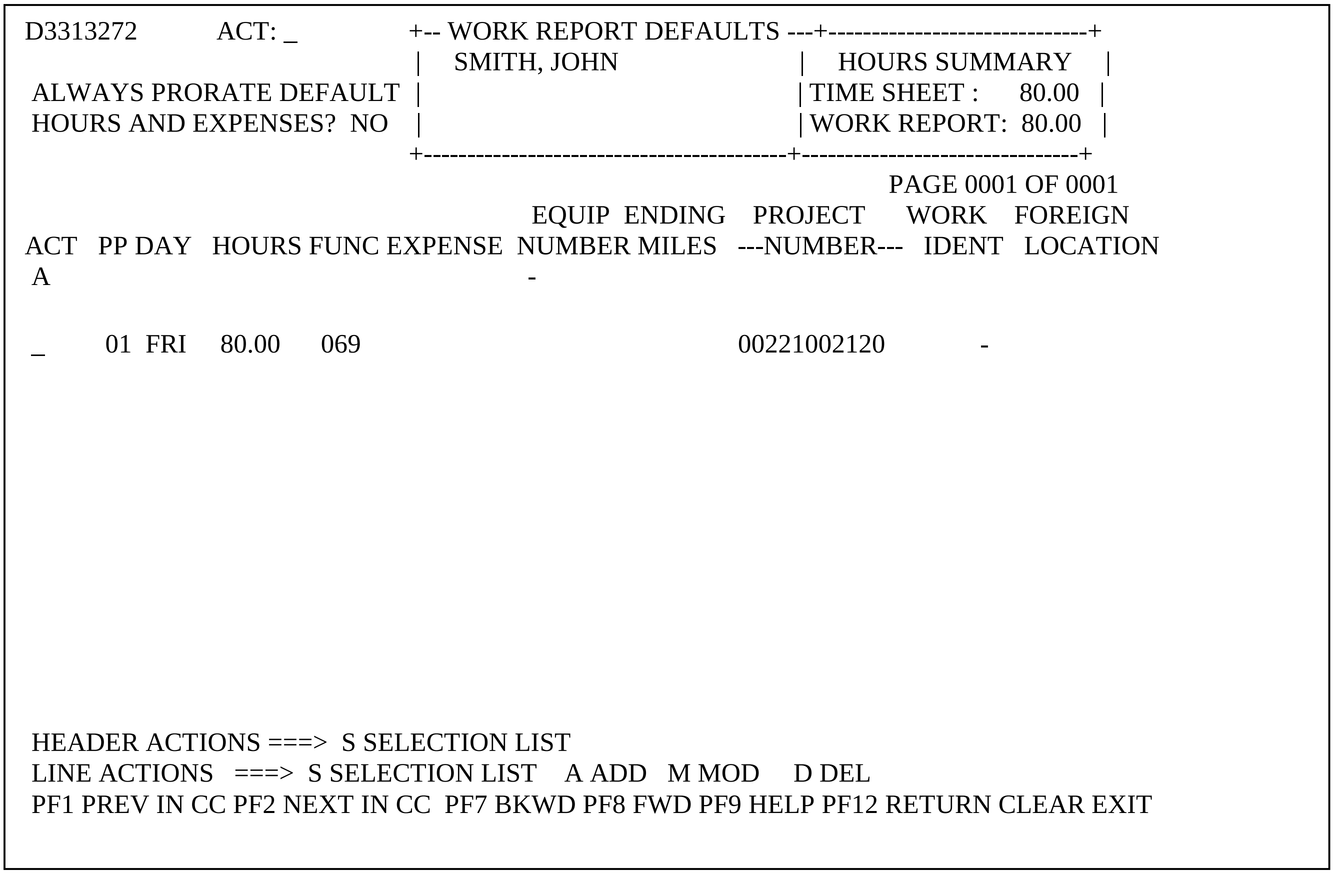
Use the **{P}** command to proofread a document. This header action proofreads the work report. Proofreading verifies the information in each line of the work report. Project numbers, and function codes are checked for accuracy. If the computer discovers an error, it will print a message below the screen header, just under the word "REMARKS:". If the error relates to a single line of the work report, an error flag will also print below the line that contains the error.

```
------> ERROR <------> ERROR <------> ERROR<------
```

Note: It is not necessary to proofread a document as a separate step. When you apply approval the computer does an automatic proofread at that time.

3.8 Viewing Warning Messages

Sometimes the proofread action will not encounter an error, but will find something on your work report that might be a problem. An example is when the number of ENDING MILES is either too small or too great for the last odometer reading for the "A" number. In this case you will need to verify that the "A" number and the odometer mileage are correct.



```
D3313272         ACT: _         +-- WORK REPORT DEFAULTS ---+------------------------------+
                                |    SMITH, JOHN            |    HOURS SUMMARY    |
 ALWAYS PRORATE DEFAULT  |                                  | TIME SHEET :     80.00  |
 HOURS AND EXPENSES?  NO   |                                | WORK REPORT:  80.00  |
                                +-----------------------------------------+--------------------------------+
                                                                        PAGE 0001 OF 0001
                                                EQUIP  ENDING   PROJECT     WORK   FOREIGN
ACT   PP DAY   HOURS FUNC EXPENSE  NUMBER MILES   ---NUMBER---   IDENT   LOCATION
 A                                              -

 _       01  FRI     80.00     069                                00221002120          -










 HEADER ACTIONS ===>  S SELECTION LIST
 LINE ACTIONS   ===>  S SELECTION LIST    A ADD   M MOD     D DEL
 PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
```

Figure 9 - Work Report Defaults Screen

After using the work report proofread action, or approving the time sheet, the computer might display a message just below the word "REMARKS:".

USE ACTION "W" TO VIEW WARNINGS

It does not display the warning message(s) themselves since there might be more than one.

To view the warning message(s), use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your work report/time sheet. When you have viewed the warnings, press **{PF12}** to return to the work report.

3.9 Work Report Defaults

The default work report offers the same advantage for the work report that the default time sheet gives the time sheet. Each time the computer generates a new work report (time sheet), it will automatically assign time to the function codes and project numbers you have set up as defaults.

3.9.1 Finding the Work Reports Default Screen

You reach the Work Report Defaults screen from the work report. First, find the time sheet for the current pay period (see section 2). A header action on the time sheet menu is **{WR}**--Work Report. Type **{WR}** in the header action field and press **{ENTER}**. The computer will display the work report for the pay period.

At the work report there is a header action **{D}**--Defaults. Type **{D}** in the header action field and press the **{ENTER}** key. The computer will respond by displaying the Work Report Defaults screen, similar to the example screen shown in Figure 9 on page 28.

3.9.2 Editing The Work Report Defaults Screen

Editing the work report defaults screen is much the same as editing the time sheet. You can add, modify, and delete lines. You can also use the **{S}**--Select--action to choose the function code for a given entry. For more information on these subjects, see Section 2.

3.9.3 Setting Up Work Report Defaults

The Work Reports Defaults screen looks very similar to the Work Report screen. Here you should assign the 80 hours of a normal pay period to the function code(s) you use every pay period. Figure 9 shows 80 hours assigned to function 069.

A single function code may be all you need. However, if you routinely spend a certain ratio of time between two function codes, or on two or more projects, you should set up defaults to reflect the situation.

First, decide how much time you spend on each function for a typical two-week pay period. If you typically spend 10 hours a week on function code 069, and 30 hours a week on function code 010, the entries on your default work report would look like this:

```
ACT DAY OF PP HOURS FUNCTN:
_       14      THU   60.0    010

_       14      THU   20.0    069
```

It is a good idea to set up defaults only for function codes or project numbers you use every pay period. Otherwise you will have to delete unused function code(s) from your work report and re-assign hours between the remaining function codes every pay period.

With a default work report in place, the computer will decide how much time to assign to each function code, or project number, based on the ratio of time assigned to them in your defaults. This is true only if you do not make changes to the work report itself.

Note: In the example above, the entries are for the last day of the pay period. Any day would work as well. You can use the first day of the pay period or any day in between. The work report is concerned only with the total number of hours assigned to a function code or project number for the pay period.

In the previous example, 25% of your "direct" time was assigned to function 069 while 75% was assigned to function 010. If you took a week of vacation, the computer would assign 10 hours of the pay period to function 069 and 30 hours to function 010. The 40 hours of vacation time would not be assigned since it is not a "direct" time type.

3.9.4 Completing the Work Report Defaults

When you finish making changes to the Work Reports Default screen, press **{ENTER}**. Then press the **{PF12}** key to return to the work report. Your default work report is now in place. The changes made may take effect immediately (if you have not made changes to the work report this pay period), but will certainly show up the next time a time sheet is written.

4. Signing Off

To sign off, press **{PF12}** until you arrive at the available application menu. Press **{CLEAR}** and you will be signed out of HRIS.

APPENDIX A

TIME TYPES FOR AFSCME EMPLOYEES
TECHNICAL, BLUE COLLAR, CLERICAL

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Overtime
030	Comp Time Earned		

Indirect Time

200	Scheduled Vacation	250	Holiday Leave
210	Scheduled Sick Leave	260	Injury Leave
219	Memo	270	Military Leave
220	Unscheduled Sick Leave	275	Jury Duty
230	Scheduled Family Care Leave	285	Suspension With Pay
232	Unscheduled Family Care Leave	290	Educational Leave With Pay
235	Scheduled Adoption Leave	330	Other Leave
237	Unscheduled Adoption Leave	331	Paid Union Leave
240	Scheduled Funeral Leave	400	Scheduled Comp Time Taken
245	Unscheduled Funeral Leave	410	Scheduled Holiday Comp Time Taken
247	Maternity Leave	420	Scheduled Banked Holiday Taken

Other Pay Types

600	Comp Time Pay	620	Standby Time
610	Holiday Comp Time Pay	630	Call Back Time
615	Banked Holiday Pay	640	Med Passer

Other Non-Pay Types

800	Convert Sick Leave To Vacation	865	Temporary Layoff
830	Holiday Leave Time Banked	870	Authorized Leave Without Pay
831	Unpaid Union Leave	880	Unauthorized Leave Without Pay
860	Med Leave Without Pay	890	Suspension Without Pay

APPENDIX B

TIME TYPES FOR AFSCME
FISCAL AND STAFF EMPLOYEES

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Overtime
030	Comp Time Earned		

Indirect Time

206	Vacation	275	Jury Duty
221	Sick Leave	285	Suspension With Pay
233	Family Care Leave	290	Educational Leave With Pay
238	Adoption Leave	330	Other Leave
246	Funeral Leave	331	Paid Union Leave
247	Maternity Leave	406	Comp Time Taken
250	Holiday Leave	416	Holiday Comp Time Taken
260	Injury Leave	426	Banked Holiday Taken
270	Military Leave		

Other Pay Types

600	Comp Time Pay	620	Standby Time
610	Holiday Comp Time Pay	630	Call Back Time
615	Banked Holiday Pay		

Other Non-Pay Types

800	Convert Sick Leave to Vacation	865	Temporary Layoff
830	Holiday Leave Banked	870	Authorized Leave Without Pay
831	Unpaid Union Leave	880	Unauthorized Leave Without Pay
860	Medical Leave Without Pay	890	Suspension Without Pay

APPENDIX C

TIME TYPES FOR SUPERVISORY
AND OTHER NON-CONTRACT EMPLOYEES

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Overtime
030	Comp Time Earned		

Indirect Time

206	Vacation	270	Military Leave
221	Sick Leave	275	Jury Duty
233	Family Care Leave	285	Suspension With Pay
239	Adoption Leave	290	Educational Leave With Pay
246	Funeral Leave	330	Other Leave
247	Maternity Leave	406	Comp Time Taken
250	Holiday Leave	416	Holiday Comp Time Taken
260	Injury Leave	426	Banked Holiday Taken

Other Pay Types

600	Comp Time Pay	610	Holiday Comp Time Pay

Other Non-Pay Types

800	Convert Sick Leave To Vacation	870	Authorized Leave Without Pay
830	Holiday Leave Banked	880	Unauthorized Leave Without Pay
860	Medical Leave Without Pay	890	Suspension Without Pay
865	Temporary Layoff		

APPENDIX D

TIME TYPES FOR NON-PERMANENT EMPLOYEES

Direct Time

010	Regular Time
020	Overtime Pay

Indirect Time

330	Other Leave

APPENDIX E

TIME TYPES FOR IUP CONTRACT EMPLOYEES

Direct Time

010	Regular Time	031	IUP Holiday Comp Earned
020	Overtime Pay	050	Holiday Overtime
030	Comp Time Earned		

Indirect Time

200	Scheduled Vacation	250	Holiday Leave
210	Scheduled Sick Leave	260	Injury Leave
220	Unscheduled Sick Leave	270	Military Leave
225	IUP Personal Funeral	275	Jury Duty
226	IUP Personal Pallbearer	285	Suspension With Pay
231	IUP Personal Reasons	290	Education Leave With Pay
234	IUP Personal Dr Appt	330	Other Leave
236	IUP Family Care	400	Scheduled Comp Time Taken
240	Scheduled Funeral Leave		

Other Pay Types

600	Comp Time Pay	625	Holiday Standby Time
610	Holiday Comp Pay	630	Call Back Time
623	IUP Standby Time		

Other Non-Pay Types

800	Convert Sick Leave to Vacation	870	Authorized LWOP
827	Unscheduled T/O Not Paid	880	Unauthorized LWOP
860	Medical LWOP	890	Suspension W/O Pay
865	Temporary Layoff		